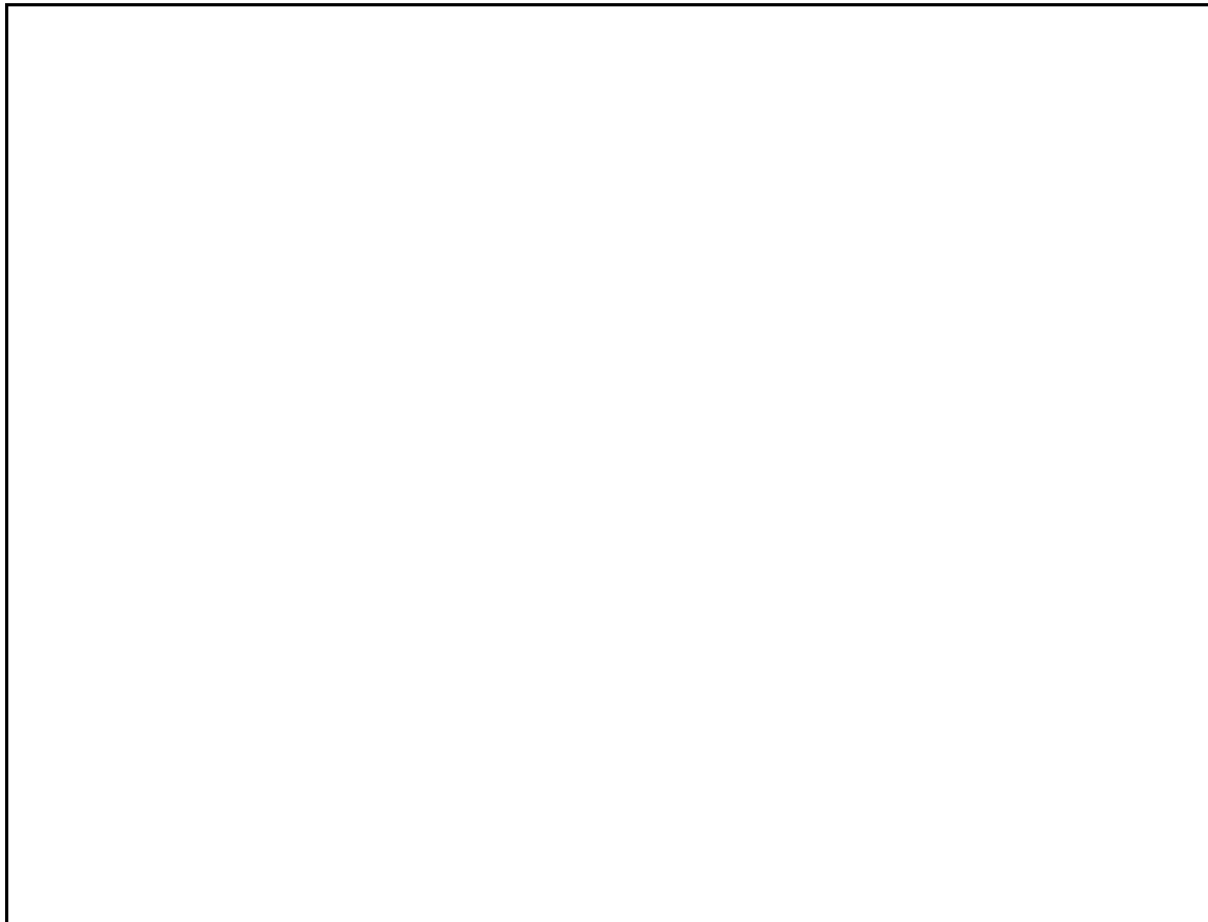


7 February 1973

MEMORANDUM FOR: Deputy Director for Support  
SUBJECT: Office of Training Weekly Report

1. Courses



STATINTL

b. Narcotics. The Foreign Service Institute has inserted an extra running (in May) of the Interagency Narcotics Training Program, this one to be for Europe-bound officers from Customs, BNDD, and State.

The additional course conflicts with presently scheduled operations courses and requires us to make some adjustments. Because of the conflict, FSI has agreed to cutting the Agency's portion of the course from two to one-and-a-half days.

c. Vietnamese. On Monday, 5 February, a full-time course in Vietnamese was begun for five officers, three from the CS, and one each from the Offices of Security and Communications. (This is the largest input in Vietnamese in more than a year.) Two of the CS officers and the one from OC are scheduled for nine months of training; their goal, to achieve Elementary plus in speaking. The other two have a three-month program, with Slight plus as their goal. All five have started with the six-week programmed instruction introduced by the Language School four years ago.

d. Midcareer. The Midcareer Course, all male and the youngest yet (37.8 years average age--and with an average of 12 years of Agency experience) appears to be going better than the last class with respect to teamwork. With Phase II starting on Monday, 5 February, there have already been eleven substitutions of speaker--most unusual, though understandable because of the current changeover in the Agency's administration. We expect there will be more substitutions during the next several days.

Mr. Andrew Marshall, Director Net Assessment Group, NSC, has confirmed his invitation to be the final speaker in the course. He will talk on "Perceiving Consumer's Needs".

e. Senior Seminar. The panel of senior secretaries for the presentation on "Bosses As Seen by Secretaries" is now set for Wednesday afternoon, 14 February, from two to four o'clock.

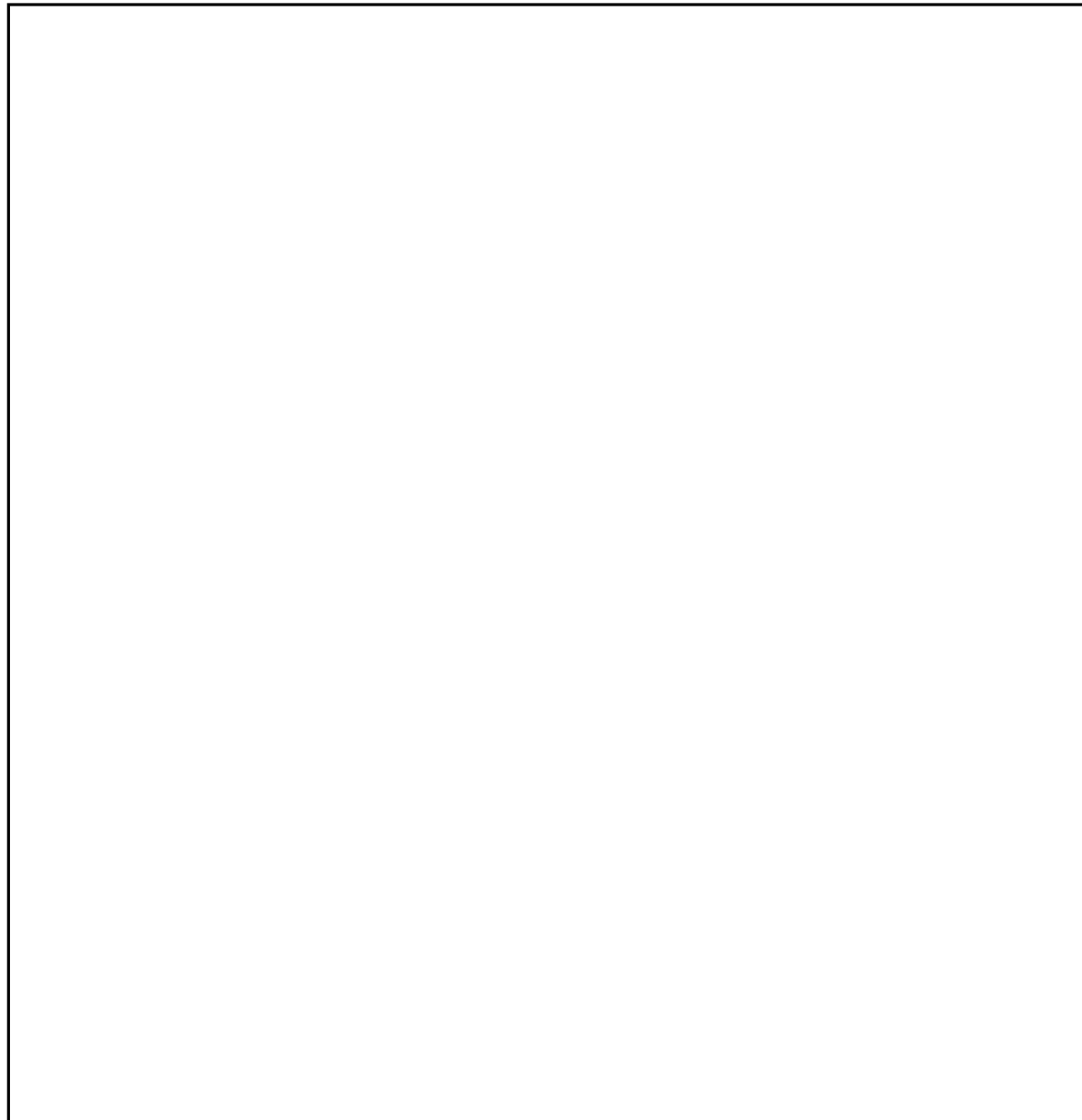
STATINTL The three secretaries on the panel are [ ] O/DDS;  
STATINTL [ ] OSP.

f. CIA - Today and Tomorrow. A Special Bulletin for all Training Officers in the Agency announcing the pilot running of the course was published on 26 January. The bulletin includes the objectives of the course (to update professional officers who have had five to 15 years experience in the Agency) and sets quotas for each of the directorates and the O/DCI. The course will be held three full days, 27 - 29 March, in Room 1A07, Headquarters.

STATINTL g. Team-Building. The Support School now has NPIC's approval of the three-day course designed especially for the Branch and Division Chiefs in the Imagery Exploitation Group. The program will be held 27 - 29 March [ ]

h. Records Disposal. A special running of the seminar has been arranged for 30 NPIC personnel. The seminar will be held on NPIC's premises on 21 February.

The two seminars scheduled for all Agency employees are heavily over-subscribed. Priority will be given to Records Officers and others with records duties. (The two seminars are in February.)



3. Notes

Col. James R. Koenig, Commandant of the Defense Language Institute and his Chief of the Operations Division, Col. Matthew Henrikson, visited the Language School on Wednesday, 31 January, for a briefing on the School's activities and a discussion of mutual assistance. (This was Col. Koenig's first visit). . . . the Agency has

STATINTL

ten officers attending the CSC's Productivity Management Workshop this week: six from Logistics and one each from OF, OC, O/PPB, and MPS/CS. . . . the Federal Women's Symposium, canceled at the time of former President Johnson's death, has been rescheduled for 28 February to 2 March. [redacted] has been notified. . . . Records to date show that 340 employees are being sponsored in part-time academic training at local schools, with the largest enrollment at American, George Washington, and Maryland Universities. There has been a noticeable increase in attendance in courses at the Community College and also for Howard University and Federal City College. Thirty-four Agency employees are being sponsored for full-time academic training this semester.

4. Guest Speakers

Attached is a list of high-level guest speakers for the week beginning 11 February 1973.

STATINTL

[redacted]

*for* HUGH T. CUNNINGHAM  
Director of Training

Att

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High-Level Guest Speakers  
for the Week Beginning 11 February 1973

Name

Course

Location & Time

Monday, 12 February

Senior Seminar

C of C, Rm. 1001  
0900 - 1130

Senior Seminar

C of C, Rm. 1001  
1400 - 1630

Hq., Rm. 1A-07  
1145 - 1235

Hq., Rm. 1A-07  
1145 - 1235

Donald H. Steininger  
ADD/S&T

Midcareer

John N. McMahon  
D/OEL

Midcareer

Sayre Stevens  
D/ORD

Midcareer

Midcareer

Midcareer

25X1  
- 0940  
- 2130  
  
- 1045  
- 2130  
  
- 1200  
- 2130  
  
- 1430  
- 2130  
  
- 1700  
- 2130

25X1A

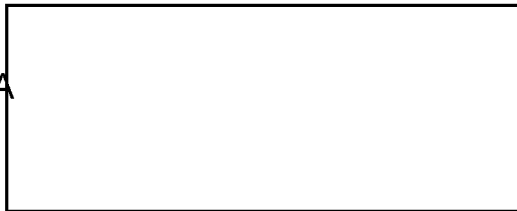
CONFIDENTIAL

25X1

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Monday, 12 February, Cont.

25X1A

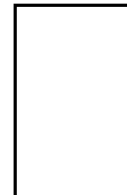


Project Officer In  
the Contract Cycle

Project Officer In  
the Contract Cycle

25X1  
0930

1030



Tuesday, 13 February

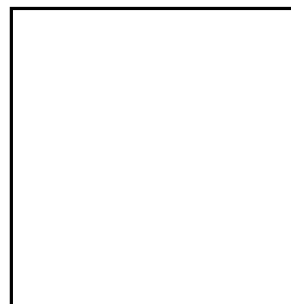
Charles A. Briggs  
D/PPB

Senior Seminar

C of C, Rm. 100  
1330 - 1600

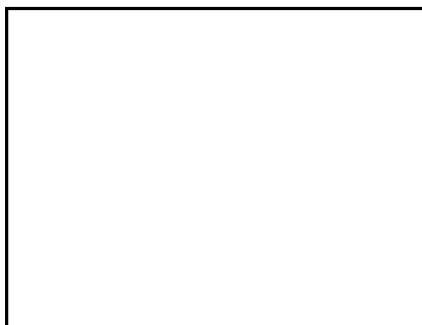
25X1A

Thomas W. McElhiney  
Inspector General,  
Department of State  
(Former Ambassador  
to Ghana)



Hq., Rm. 1A-07  
1000 - 1120

25X1A



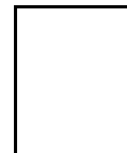
Midcareer

Midcareer

Hq., Rm. 1A-07  
1130 - 1300

25X1  
1145

1500 - 1550  
1900 - 2100



Wednesday, 14 February

Bruce C. Clarke, Jr.  
D/OSR

Senior Seminar

C of C, Rm. 100  
1000 - 1200

25X1A



Hq., Rm. 1A-07  
0845 - 0935

Hq., Rm. 1A-07  
0945 - 1035

25X1A

John M. Maury  
Legislative Counsel

Bronson Tweedy  
D/DCI/IC



Hq., Rm. 1A-07  
1045 - 1135

Hq., Rm. 1A-07  
1145 - 1235

~~CONFIDENTIAL~~

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Thursday, 15 February

Andrew W. Marshall  
Director, Net Assessment  
Group, NSC

Senior Seminar

C of C, Rm. 1001  
0830 - 1000

Joseph F. Coates  
Office of Exploratory  
Research, National  
Science Foundation

Senior Seminar

C of C, Rm. 1001  
1030 - 1230

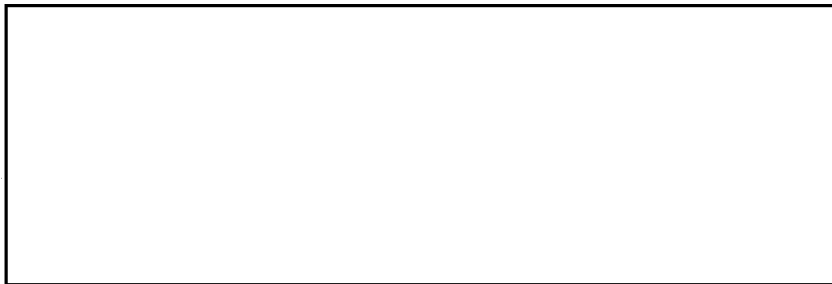
25X1A



Senior Seminar

C of C, Rm. 1001  
1400 - 1600

25X1A



Hq., Rm. 1A-07  
0845 - 0910  
0935 - 1000

Hq., Rm. 1A-07  
0910 - 1000

William E. Colby  
Ex. Dir. -Compt.



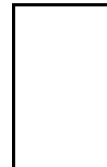
25X1  
Hq., Rm. 1A-07  
1010 - 1100

25X1A



Midcareer

Midcareer



25X1A  
- 1045

1100 - 1200

Thomas H. Karamessines  
DD/P

Midcareer

Hq., Rm. 3C-34  
1600 - 1730

25X1A



CS Records I

Hq., Rm. 1A-13  
0900 - 1050

Friday, 16 February

25X1A



Senior Seminar

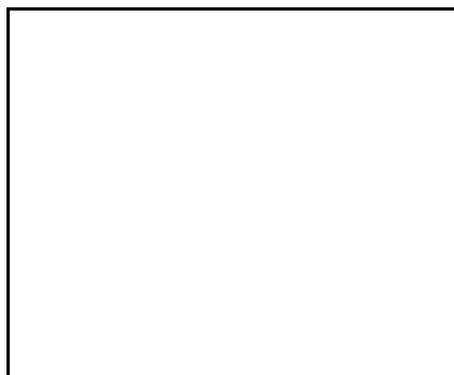
C of C, Rm. 1001  
1000 - 1200

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Friday, 16 February, Cont.



Senior Seminar

C of C, Rm. 1001  
1330 - 1530

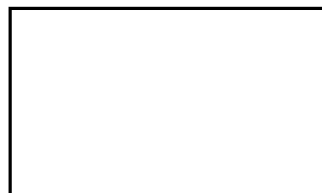
Senior Seminar

C of C, Rm. 1001  
1330 - 1530

Senior Seminar

C of C, Rm. 1001  
1330 - 1530

Thomas H. Karamessines  
DD/P



25X1  
Hq., Rm. 1A-07  
0945 - 1035

Lieutenant General  
Vernon A. Walters  
DDCI

Hq., Rm. 1A-07  
1045 -

25X1A



Midcareer

Project Officer In  
the Contract Cycle

Project Officer In  
the Contract Cycle

John N. McMahon  
D/OEL

1130 - 1220

**Note:** Lieutenant General Walters, DDCI, is scheduled to address the members of the National Senior Intelligence Course, Defense Intelligence School, on Tuesday, 13 February, 1140 - 1230.

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